

LEGAL ASSISTANT

FLSA Code: N

Job Code: 1010

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult paraprofessional and administrative work in the City Attorney's office; does related work as required. Work is performed under the general supervision of the City Attorney.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing legal secretarial services; maintaining attorney and court calendars and dockets; serving as receptionist; preparing and maintaining legal files and records.

Responds to various time frames and deadlines imposed by courts and Council;

Serves as receptionist and secretary, screens calls, maintains calendar and confidential files;

Updates the City Code and other legal publications;

Takes and transcribes dictation; types correspondence and legal papers including briefs, opinions, proceedings, orders, complaints, decisions, contracts, ordinances, resolutions, commitments, affidavits and other documents;

Drafts legal documents such as ordinances, resolutions, jury instructions, contracts, etc. and assists in drafting of more complex legal documents;

Performs general legal research and assists with complex legal research;

Assists with preparation of Council agendas;

Assists with preparation of office budget;

Performs Notary Public services;

Acts as liaison between office and public or directs requests to proper staff member;

Handles a variety of administrative or paralegal assignments;

Assists City Clerk as required;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation for an accredited community college with major course work in office technology or related field and extensive paralegal experience in a legal office; thorough knowledge of legal office practices, procedures, legal drafting, research and secretarial techniques; thorough knowledge of departmental and school system functions, organization and policies, and the functions and policies of the courts, State and Federal agencies; demonstrated ability to establish and maintain effective working relationships with associates, organize and perform work independently and to provide paralegal support to City Attorney's office. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.